Indiana University
Copenhagen Publishing System
Homepages User Manual
Last Updated January 13, 2009
vpurit@indiana.edu

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Overview

This manual will walk you through the steps to publish an issue of Homepages. You will need to be logged into your Copenhagen account to begin. You will learn how to create an edition of Homepages as well as Homepages stories. You will then assign stories to a Homepages edition. You will also have the option to create a Homepages email newsletter that can be distributed through the WhatCounts Newsletter Distribution system.

Creating an Edition

1. Select the **Issues** folder from the left hand navigation menu.

2. Select **New** from the top menu to create a new **Issue**.

3. In the issue editor window, select **Issue Type ,** and choose **Homepages (Feature Left), Homepages (Feature Right),** or a **Homepages (Large Feature)** page, the **Issue Date**, which corresponds to the publication date, a **Slug**, a **Volume** number, an **Issue** number, and **Title** for the issue. Enter a **Teaser Title** and a **Teaser Subtitle** briefly describing what the homepage contains. The Teaser will be displayed on the **Archived Editions** page.
4. Once all the information has been entered, scroll to the top of the menu and click **Save**.
5. After saving, click **Check-In**, change status to **Proposed**

, and **Save**.

Creating Stories

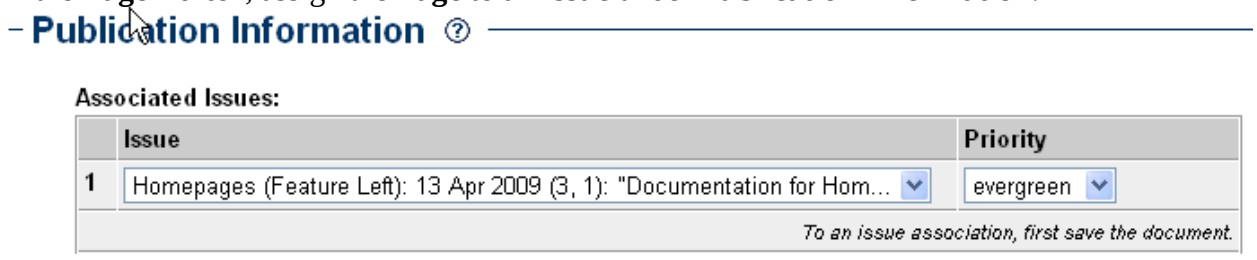
1. Select **Pages** from the left hand navigation.

2. In the **Pages** folder, select **New**

to create a new page.
3. In the **New Page** window, under **Page Type** select **Homepages Story**, and enter a **Slug**, and a **Headline**.
4. Select **Save**.
5. Enter a **Body** by clicking the **Edit**

button; be sure to **Save**

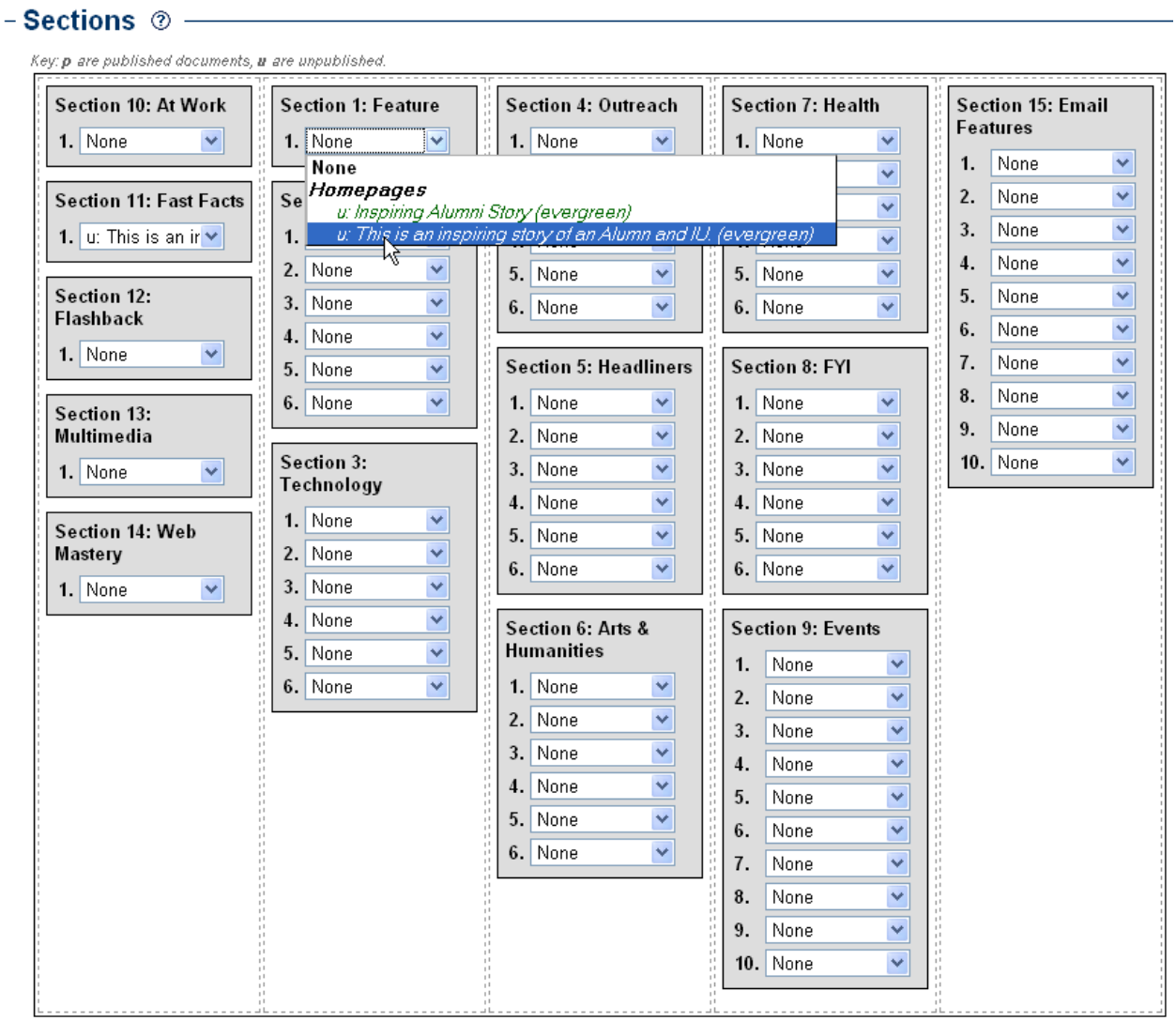
when you are done.
6. Enter a **Teaser** and all other information. See **Creating a News Story/Tip Sheet** for detailed instructions.
7. In the **Page Editor**, assign the **Page** to an **Issue** under **Publication Information**.



8. Once you have entered all of the information, return to the top of the menu and click **Save.**
9. **Check-In** the **Page**, and change the **New Status**: to **Published**.

Assigning Stories to Editions

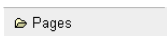
1. Once the stories are entered and assigned to a current issue, go back to the **Issues** folder to layout the **Homepage**.
2. Find the current issue and click **Edit**.
3. Place the stories in the preferred **Sections**. **Note: Section 15** is for the **Homepage Email Template** only.



4. **Save** Homepages layout, **Check-In**, and change **Status** to **Published**.
5. In the main navigator pane, single click the Issue and click **View**.

6. Layout changes can be made by editing the Issue. Most content changes can be done by editing story teasers and asset captions.

Designating a New Edition as a Current Edition

1. Select **Pages** from the left hand navigation. 

2. Use the settings below to search for the page that has the URL that contains **9607**:

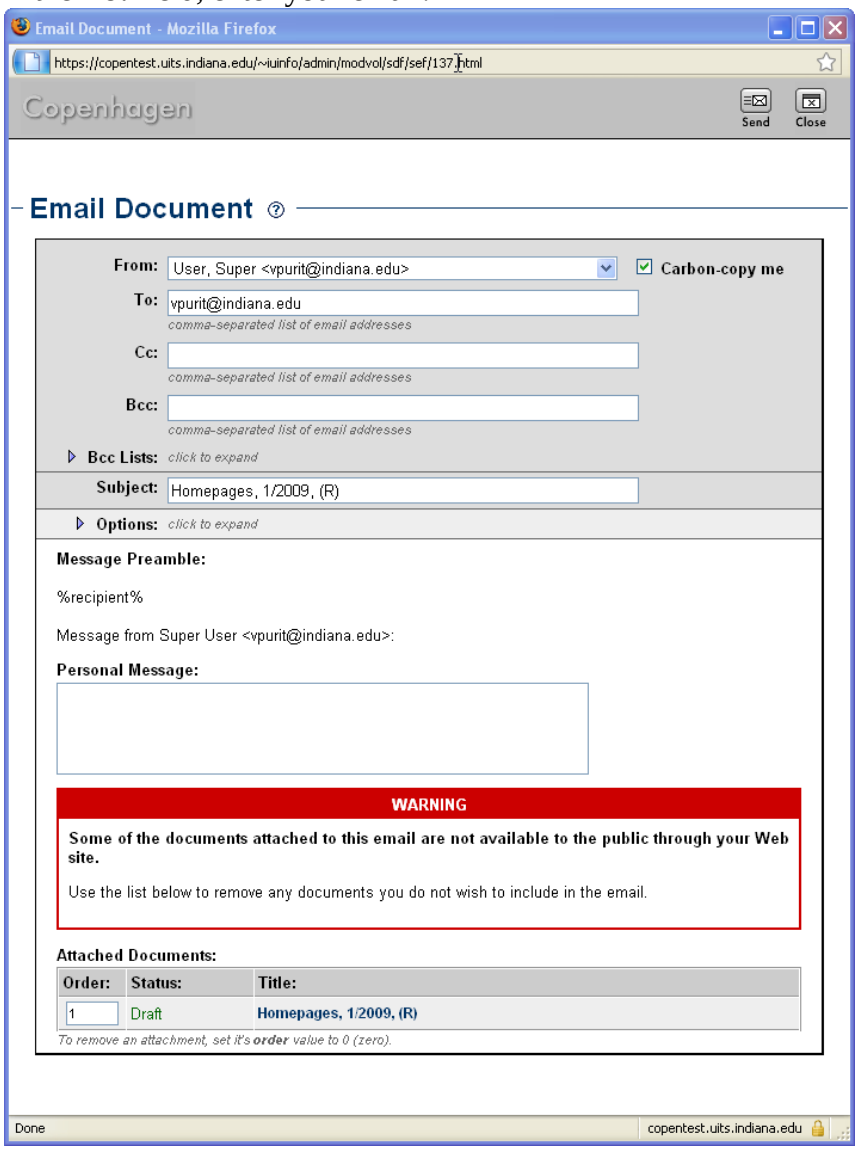
3. Select the page that ends in **9607** and select Edit

Homepages - ...	Homepages	Published	Homepages	1/12/2009	1/16/2009	David Bricker	*No One*	http://info-t.iu.edu/web/page/normal/9607.html

4. Scroll down to the section titled **Threading.**
5. From the **Channel 1: Current Homepage Issue** dropdown menu select the new edition to designate it as the current edition.
6. Scroll back up to the top of the page and select the **Save** button.
7. Then select the **Check-In** button.
8. Change the **New Status** to **Proposed**.
9. Select the **Save** button.

Homepages Email Distribution

1. To e-mail the issue, you will want to select the **Issues** folder. Once inside the **Issues** folder, you will need to select the issues you wish to send and click the **Email** button from the top menu.
2. In the **To:** field, enter your email.



3. Click the **Send** button.

See the **WhatCounts Newsletter System Manual** for further information on email distribution of Homepages.

Creating Image or Video Assets

1. Choose the **Assets** folder from the left Navigator pane.
2. At the top of the page, you will see the command **New**. Select **New**, to create a new Asset.
3. The **New Image** dialog box opens.
4. Enter the required information: **Slug** and **Title**. Select or create the **Homepages Folder**. Select **Save** to save this information.
5. In the **Files** area, you need to enter the information about the video or slideshow. First, upload a photo as a **Medium Thumbnail** or **Video Image** and **Small Thumbnail**. **Web Version** is optional.
6. To upload a photo, go to the **Upload a File** area. Select Browse…. To obtain the image.
7. Once you have uploaded the image, you can fill in options for alignment, padding, ALT text and a caption.
8. Select **Save** to save this information.
9. Associate the asset with all the relevant **Related Groups** and **Related Topics**. This will add the photo in the topical photo galleries.
10. Select **Save** to save this information.